

Vehicle Safety BC Portal User Guide

Getting Started with Inspection Reports

This guide is meant to support users in creating and submitting inspection reports in the Vehicle Safety BC Portal



To get started please make sure you have your information for logging into the portal

Note: If you are primarily doing inspections, it is recommended that you log in using your Personal BCeID or BC Services Card which will allow you to create, declare and submit inspections.

System Requirements

We highly recommend the use of a modern browser (other than Microsoft Internet Explorer) when using the Vehicle Safety BC Portal including [Google Chrome](#) or [Mozilla Firefox](#). Please use a recommended browser moving forward preferably without any browser extensions which can be a source of malware or unwanted behavior.

We also recommend that your computer/laptop/desktop OS and browser software is up to date, and to perform regular scans with anti-malware software to prevent any potential unwanted behavior by malware.

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Step 1: Access the Portal

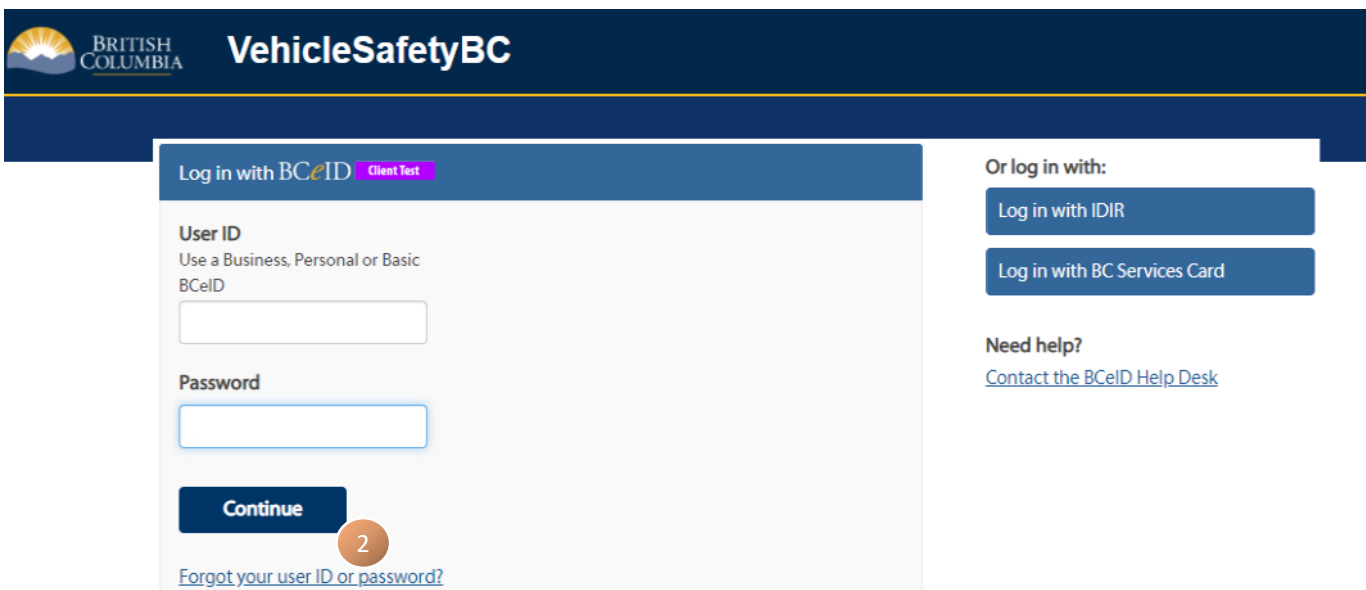
To get started, go to: <https://vehiclesafetybc.gov.bc.ca/>



Click on **Log In** at the top right corner of the portal

Step 2: Log in

At the next screen, Log in with your **BCeID** and **Password** or **BC Services Card**



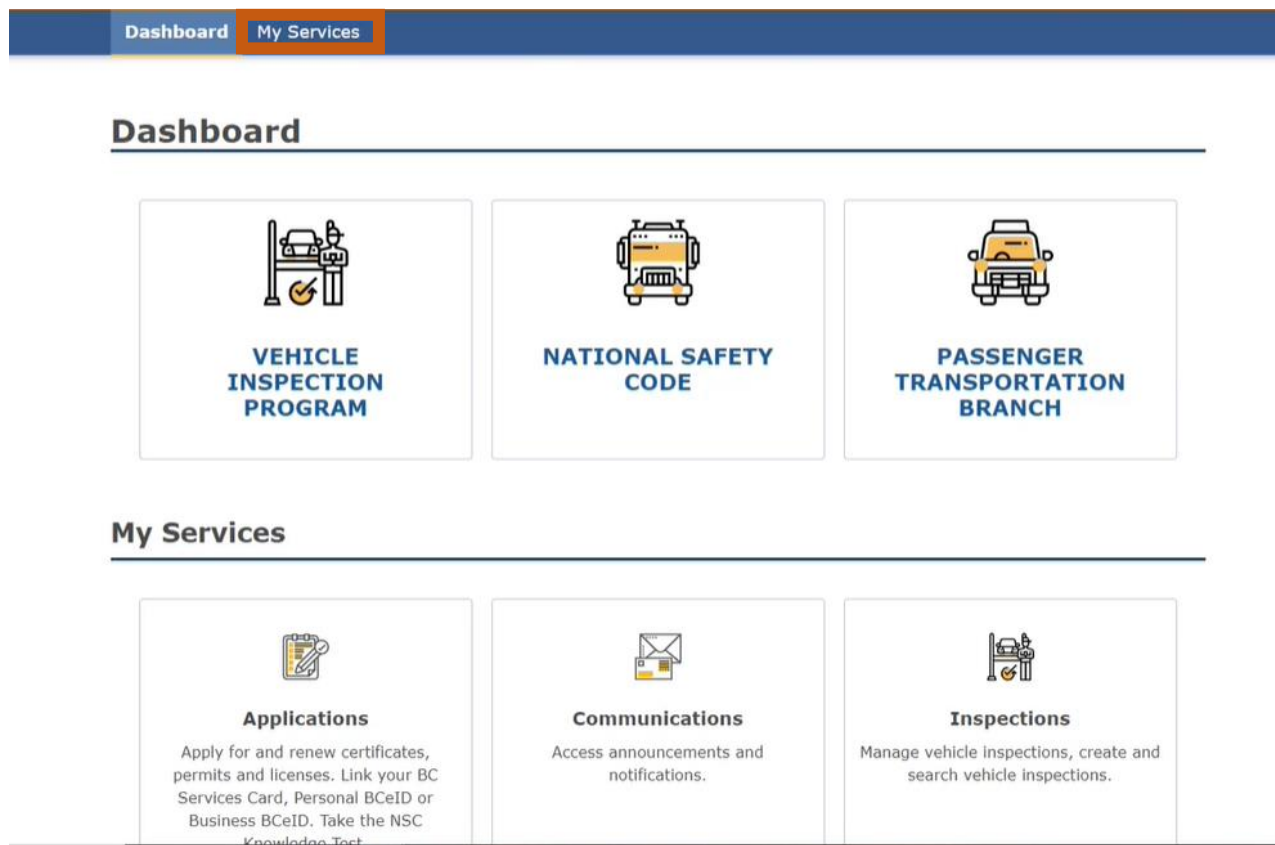
Click on **Continue**

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Step 3: Create Vehicle Inspection at Licensed Facility

You will arrive at the Vehicle Safety BC Portal.



Click on **My Services** at the top banner, then **Inspections** and select **Create Vehicle Inspection at Licensed Facility**.



Step 4: Create Draft

In this section of the **Create Inspection Report** screen:

- Select **Facility Number** (Only active facilities licensed under your legal entity will appear in the drop down)
- Select **Inspection Type**: Complete / Correction / Re-inspection / Decal Replacement
- Select **Private or Commercial Vehicle**
- Enter in **Work Order Number (Optional)**

Then click **Start**

Dashboard My Services

Create Draft

Create Inspection Report

Vehicle inspections must be compliant with all applicable vehicle inspection standards, expectations and regulations.

Facility Number
Choose a Facility Number

Inspection Type
(Select One)

Private or Commercial Vehicle

Private

Commercial

Work Order Number (Optional)

[Return to Dashboard](#) [Start](#)

Step 5: Vehicle ID

In this section of the **Create Inspection Report** screen:

- Select **Vehicle Jurisdiction**
- Enter in **BC Vehicle Registration Number**
- Enter in **Vehicle Identification Number (VIN)**

Then click **Continue**

Create Draft
 Vehicle ID
 Vehicle Details
 Assign & View/Print

>> Cancel Inspection Report

Create Inspection Report - CVIP

CVIP - 20000387

Facility:	Ballarat Garage 21	Inspection Type:	Complete
Facility Number:	S20047	Vehicle Jurisdiction:	
Date & Time Created:	2021-Nov-30 15:09	Registration Number:	
Work Order Number:		VIN:	

Vehicle Jurisdiction

BC Vehicle Registration Number

Vehicle Identification Number (VIN)
Enter up to full VIN for BC vehicle (Recommended: Last 6)

Continue 5

Helpful Tip

If the vehicle is not a BC vehicle, the vehicle registration number is optional, but the Vehicle Identification Number must be entered in full. If the vehicle has never been registered in any jurisdiction or has a new BC assigned VIN, please select 'No Jurisdiction'.

Step 5: Vehicle Details – Inspection Class and Reason

In this section of the **Create Inspection Report** screen:

- Select **Inspection Class (1 to 6)**
- Select **Reason for Inspection**: The options for Reason for inspection will vary depending on whether a commercial or private vehicle inspection report has been selected.

- Create Draft
- Vehicle ID
- Vehicle Details**
- Assign & View/Print

>> Cancel Inspection Report

Create Inspection Report - CVIP

CVIP - 20000387

Facility:	Ballarat Garage 21	Inspection Type:	Complete
Facility Number:	S20047	Vehicle Jurisdiction:	British Columbia
Date & Time Created:	2021-Nov-30 15:09	Registration Number:	46464
Work Order Number:		VIN:	2WLPSCDJ2YK963235

Inspection Class

(Select One) ▾

Reason for Inspection

(Select One) ▾

Vehicle Details

Vehicle Year: 2000
Make: WESTERN ST
Model:

Continue to scroll down to enter in Vehicle Details

Helpful Tip

- Create Draft
- Vehicle ID**
- Vehicle Details
- Assign & View/Print

>> Cancel Inspection Report

Please note that the progress bar on the left side that show where you are in the process. As you complete each step it will check off your progress. At any time, you can hit [Cancel Inspection Report](#) to cancel the inspection report process.

Step 6: Vehicle Details – Brake Types and Odometer Readings

In this section of the **Create Inspection Report** screen:

- Select **Brake Type**: Air / Air Over Hydraulic / Hydraulic / Electric / No Brakes
- Enter **Plate Number** (Optional)
- Enter **Odometer** reading and select appropriate units
- Enter **Hub Odometer** reading and select appropriate units
- Enter **Unit / Fleet Number** (Optional)

Vehicle Details

Vehicle Year:	2000
Make:	WESTERN ST
Model:	
Body Style:	Logging Truck
Licensed GVW (kg):	48500
Fuel Type:	Diesel
Brake Type	<input type="text" value="(Select One)"/>
Plate Number (Optional)	<input type="text" value="T13910"/>
Odometer	<input type="text"/> <input type="text" value="KM"/>
Hub Odometer	<input type="text"/> <input type="text" value="KM"/>
Unit/Fleet Number (Optional)	<input type="text"/>

Continue to scroll down to enter in Vehicle Details

Step 7: Vehicle Details – Vehicle Owner / Lessee Details

In this section of the **Create Inspection Report** screen, please enter in the vehicle owner / lessee information as appropriate

Vehicle Owner / Lessee Details

Surname

Given Name 1

Given Name 2 (Optional)

Given Name 3 (Optional)

Address 1

Address 2 (Optional)

Address 3 (Optional)

Province

City

Country

Postal Code/Zip



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Save for Later

Preview Draft & Continue

Once completed then please select **Preview Draft & Continue**

Step 8: Assign & View/Print

Select an Authorized Inspector (AI) to assign the inspection report to or leave it as 'unassigned'. Note that only active AIs with the appropriate qualifications and endorsements will appear on the drop-down list. If you need to invite / remove a team member (e.g., Authorized Inspector), you can use to the My Team option on the Vehicle Safety BC Portal

At this time, the inspection report is ready to be completed by an AI.

You may also choose to **View / Print Draft Report** for your own records

<input checked="" type="checkbox"/> Create Draft
<input checked="" type="checkbox"/> Vehicle ID
<input checked="" type="checkbox"/> Vehicle Details
<input type="checkbox"/> Assign & View/Print

>> Cancel Inspection Report

Create Inspection Report - CVIP - 20000387

You have successfully created this Inspection Report. You can assign this Inspection to a qualified Inspector or leave it as 'Unassigned' where it will be available for pickup by any qualified Inspector.

Assign To

Unassigned

<< Previous Page

Facility & Inspection Details

Facility:	Ballarat Garage 21	Inspector:	Unassigned
Facility Number:	S20047	Inspector Number:	
Inspection Class:	Class 2 - Heavy Vehicle with LGVW 5501 kg or more		
Inspection Type:	Complete		
Inspection Reason:	Annual		
Work Order Number:			

Vehicle Details

Please note that once you **Assign the Report** you will not be able to go back and edit any previously entered information.

Helpful Tip

If you need to invite / remove a team member (e.g., Authorized Inspector), you can use to the My Team option on the Vehicle Safety BC Portal

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Step 9: Search for Inspection to Manage

You, or another AI, will now need to go to Manage Inspections to find the inspection you just created.

Click on **My Services** at the top banner, then **Inspections** and select **Manage Inspections**.



Step 10: Select Inspection to process

At this screen, all inspections assigned to you as well as all unassigned inspections will be located here. Select the desired inspection, by clicking on the blue inspection number, to begin.

A screenshot of the 'Manage Inspections' page. At the top, there is a navigation bar with 'Dashboard' and 'My Services'. Below this is the title 'Manage Inspections'. The main content is a table with 7 columns: 'Inspection #', 'Insp. Type', 'Created Date', 'Facility #', 'Assigned AI', 'Jur./Reg. #', and 'VIN'. The table contains 9 rows of inspection data. At the bottom left, there is a 'Show' dropdown menu set to '10' and the text 'entries'. At the bottom right, there is a 'Showing 1 to 9 of 9 entries' label and a pagination control with 'Previous', '1', and 'Next' buttons.

Inspection #	Insp. Type	Created Date	Facility #	Assigned AI	Jur./Reg. #	VIN
20000387	CVIP - Complete	2021-Nov-30	S20047	THREE, TRAN	BC 46464	2WLP5DCJ2YK963235
20000381	PVIP - Complete	2021-Nov-25	S20047	Unassigned	BC 42012	WAUCB28D0XA312718
20000380	PVIP - Complete	2021-Nov-25	S20047	Unassigned	AB	WAUCB28D0XA312718
20000361	CVIP - Complete	2021-Nov-19	S20047	THREE, TRAN	BC 6416026	2FVN2XY91LV348598
20000237	PVIP - Complete	2021-Aug-10	S20047	THREE, TRAN	BC 08976868	1G1BN81Y0LA124063
20000232	PVIP - Complete	2021-Aug-10	S20047	THREE, TRAN	BC 4554420	1HTSCAAPXWH514615
20000161	CVIP - Correction	2021-May-27	S20047	THREE, TRAN	BC 3084	3VWSA29M2XM006104
20000137	CVIP - Complete	2021-May-07	S20047	THREE, TRAN	BC 46464	2WLP5DCJ2YK963235
20000136	PVIP - Complete	2021-May-07	S20047	THREE, TRAN	BC 25269	3VWSA29M8XM092552

Step 11: Inspection Results

Enter in inspection results for each item.

- **P = Passed**
- **R = Repaired**
- **PC = Passed with Caution**
- **F = Failed**
- **NA = Not applicable**



A comment is required for all entries not assigned a 'Pass' result but can optionally be added for any inspection item.

Note: the first inspection item for inspection is 'VIP'. Please assign it a pass result as this item will soon be phased out.

- Inspection Results
- Measurements
- Preview & Submit
- Confirmation

>> Cancel Inspection Report

CVIP - 20000387

Facility:	Ballarat Garage 21	Inspector:	THREE, TRAN AUBREY
Facility Number:	S20047	Inspector Number:	300044
Inspection Class:	Class 2	Vehicle Jurisdiction:	British Columbia
Inspection Type:	Complete	Inspection Reason:	Annual
Registration Number:	46464	VIN:	2WLP5DCJ2YK963235
Work Order Number:			

Enter Inspection Results

Legend: P = Passed R = Repaired (same day) PC = Passed with Caution F = Failed NA = Non-Applicable

Items Inspected	Result	Comments	
VIP	<input type="button" value="P"/> <input type="button" value="R"/> <input style="background-color: yellow;" type="button" value="PC"/> <input type="button" value="F"/> <input type="button" value="NA"/>		Assign a pass to the VIP item as it will be soon removed
Vehicle Identification (VIN)	<input type="button" value="P"/> <input type="button" value="R"/> <input style="background-color: yellow;" type="button" value="PC"/> <input type="button" value="F"/> <input type="button" value="NA"/>		+ Add Comment
Section 1 - Power Train	<input type="button" value="P"/> <input type="button" value="R"/> <input style="background-color: yellow;" type="button" value="PC"/> <input type="button" value="F"/> <input type="button" value="NA"/>		+ Add Comment
Section 2 - Suspension	<input type="button" value="P"/> <input type="button" value="R"/> <input style="background-color: yellow;" type="button" value="PC"/> <input type="button" value="F"/> <input type="button" value="NA"/>		+ Add Comment
Section 3 - Brake System	<input type="button" value="P"/> <input type="button" value="R"/> <input style="background-color: yellow;" type="button" value="PC"/> <input type="button" value="F"/> <input type="button" value="NA"/>		+ Add Comment

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Step 12: Inspection Results

Enter an inspection result for each inspection item and select **Save & Continue** to proceed.

Items Inspected	Result	Comments
VIP	<input type="radio"/> P <input type="radio"/> R <input type="radio"/> PC <input type="radio"/> F <input type="radio"/> NA	+ Add Comment
Vehicle Identification (VIN)	<input type="radio"/> P <input type="radio"/> R <input type="radio"/> PC <input type="radio"/> F <input type="radio"/> NA	+ Add Comment
Section 1 - Power Train	<input type="radio"/> P <input type="radio"/> R <input type="radio"/> PC <input type="radio"/> F <input type="radio"/> NA	+ Add Comment
Section 2 - Suspension	<input type="radio"/> P <input type="radio"/> R <input type="radio"/> PC <input type="radio"/> F <input type="radio"/> NA	+ Add Comment
Section 3 - Brake System	<input type="radio"/> P <input type="radio"/> R <input type="radio"/> PC <input type="radio"/> F <input type="radio"/> NA	+ Add Comment
Section 3A - Air Brakes	<input type="radio"/> P <input type="radio"/> R <input type="radio"/> PC <input type="radio"/> F <input type="radio"/> NA	+ Add Comment
Section 4 - Steering	<input type="radio"/> P <input type="radio"/> R <input type="radio"/> PC <input type="radio"/> F <input type="radio"/> NA	+ Add Comment
Section 5 - Instruments and Auxiliary Equipment	<input type="radio"/> P <input type="radio"/> R <input type="radio"/> PC <input type="radio"/> F <input type="radio"/> NA	+ Add Comment
Section 6 - Lamps	<input type="radio"/> P <input checked="" type="radio"/> R <input type="radio"/> PC <input type="radio"/> F <input type="radio"/> NA	replaced ✎ Edit Comment
Section 7 - Electrical System	<input type="radio"/> P <input type="radio"/> R <input type="radio"/> PC <input type="radio"/> F <input type="radio"/> NA	+ Add Comment
Section 8 - Frame and Body	<input type="radio"/> P <input type="radio"/> R <input type="radio"/> PC <input type="radio"/> F <input type="radio"/> NA	+ Add Comment
Section 9A - Tires	<input type="radio"/> P <input type="radio"/> R <input type="radio"/> PC <input type="radio"/> F <input type="radio"/> NA	+ Add Comment
Section 9B - Wheels	<input type="radio"/> P <input type="radio"/> R <input type="radio"/> PC <input type="radio"/> F <input type="radio"/> NA	+ Add Comment
Section 10 - Coupling Devices	<input type="radio"/> P <input type="radio"/> R <input type="radio"/> PC <input type="radio"/> F <input type="radio"/> NA	+ Add Comment
Section 11 - Other Vehicle Components	<input type="radio"/> P <input type="radio"/> R <input type="radio"/> PC <input type="radio"/> F <input type="radio"/> NA	+ Add Comment

[Return to My Inspections](#)

[Save for Later](#)

[Save & Continue](#)

Step 13: Measurements

Select the **Number of Axles** and click on **Enter**.

<input checked="" type="checkbox"/> Inspection Results	CVIP - 20000387	
<input type="checkbox"/> Measurements	Facility: Ballarat Garage 21	Inspector: THREE, TRAN AUBREY
<input type="checkbox"/> Preview & Submit	Facility Number: S20047	Inspector Number: 300044
<input type="checkbox"/> Confirmation	Inspection Class: Class 2	Vehicle Jurisdiction: British Columbia
>> Cancel Inspection Report	Inspection Type: Complete	Inspection Reason: Annual
	Registration Number: 46464	VIN: 2WLPSCJ2YK963235
	Work Order Number:	

Enter Measurements

Number of Axles (1-9)

3

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9

Enter

Step 14: Measurements

Once you select the number of axles, the screen will refresh with the appropriate measurement fields required. Select measurement unit and enter in the measurement information.

Number of Axles (1-9)
3

Air Brake Chamber Type, Size and Push Rod Stroke Measurements
You must enter the chamber type in the comments.

Select measurement unit:

Axles	Type	Size	Slack Adj.	Left	Right
1 (Front)	<input type="text" value="Bolt"/>	<input type="text" value="A"/>	<input type="text" value="N/A"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>
2	<input type="text" value="Bolt"/>	<input type="text" value="A"/>	<input type="text" value="N/A"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>
3	<input type="text" value="Bolt"/>	<input type="text" value="A"/>	<input type="text" value="N/A"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>

Comments (Air Brake Chamber Type, Size and Push Rod Stroke Measurements)

Air Brake Camshaft Rotation Measurement

Axles	Left (degrees)	Right (degrees)
1 (Front)	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>

Comments (Air Brake Camshaft Rotation Measurements)

Helpful Tip

You can use either millimetres or inches based on your preference, however, the final pdf will display in millimeters.

Step 15: Measurements

Based on the vehicle type and # of axles, enter in measurements as needed.

Brake Lining/Pad Measurement

Select measurement unit

Axles	Lining/Pad	Left	Right
1 (Front)	<input type="text" value="Lining (Shoe)"/>	<input type="text"/>	<input type="text"/>
2	<input type="text" value="Lining (Shoe)"/>	<input type="text"/>	<input type="text"/>
3	<input type="text" value="Lining (Shoe)"/>	<input type="text"/>	<input type="text"/>

Comments (Brake Lining/Pad Measurement)

Rotor Thickness or Drum Inside Diameter Measurement

Select measurement unit

Axles	Rotor/Drum	Left	Right
1 (Front)	<input type="text" value="Drum"/>	<input type="text"/>	<input type="text"/>
2	<input type="text" value="Drum"/>	<input type="text"/>	<input type="text"/>
3	<input type="text" value="Drum"/>	<input type="text"/>	<input type="text"/>

Comments (Tire Tread Depth)

Inspection Start Date

Inspection Start Time

Inspection Completion Date

Inspection Completion Time

Step 16: Inspection Time and Comments

At the bottom of the measurement page, enter in:

- The time and date that you started and completed the physical inspection
- Any inspection comments (optional)
- **Yes or No to Has the Vehicle Been Road Tested?**
- **Name of the person who road tested**
- **When the vehicle was road tested:** Before / After / Before and After Inspection
- **Decal Number** (note the first two characters will always be letters e.g., FO not F0)
- Decal Expiry Date will auto populate if you have chosen Semi annual or annual as your reason for inspection, otherwise chose your expiry date from the dropdown.

Click **Save and Continue**

Inspection Start Date: 30-Nov-2021

Inspection Start Time: 3:26 PM

Inspection Completion Date: 30-Nov-2021

03 : 26 PM

Please Note: Inspection Completion Date and Time means the date and time the vehicle inspection was completed and a Pass or Fail result was issued by the Authorized Inspector.

Inspection Comments (Optional)

Has this Vehicle Been Road Tested?

Yes No

Name of person who road tested

When was the vehicle road tested?

Select

Decal Number

Required

Decal Expiry Date

30-Nov-2022

Helpful Tip

If one or more inspection results are failed and the vehicle is a commercial vehicle, an interim decal (14-day) can optionally be entered.

Helpful Tip

When entering a decal number, if you receive this warning, just click **Yes** to add the decal.

Warning

Decal F012231 does not yet exist in decal inventory for facility S20045. Would you like to add it?

No

Yes

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Return to My Inspections

Save for Later

Save & Continue

Step 17: Preview Inspection

Review and ensure all information is correct before submitting by clicking on the **Submit Inspection Report** button at the bottom of the screen.

Dashboard My Services

- Inspection Results
- Measurements
- Preview & Submit**
- Confirmation

>> Cancel Inspection Report

CVIP - 20000387

Facility:	Ballarat Garage 21	Inspector:	THREE, TRAN AUBREY
Facility Number:	S20047	Inspector Number:	300044
Inspection Class:	Class 2	Vehicle Jurisdiction:	British Columbia
Inspection Type:	Complete	Inspection Reason:	Annual
Registration Number:	46464	VIN:	2WLPSDCJ2YK963235
Work Order Number:			

Preview Results, Declare & Submit

Please review and submit by clicking the "Submit Inspection Report" button at the bottom when ready.

Inspection Results: P - PASS

Inspection Results: P - PASS (One or more Inspected Item Result has Pass with Caution, Repaired, or Not Applicable)

Vehicle Details

Vehicle Jurisdiction:	British Columbia	VIN:	2WLPSDCJ2YK963235
Registration Number:	46464	Vehicle Year:	2000
Make:	WESTERN ST	Model:	
Body Style:	Logging Truck	Plate Number:	T13910

Helpful Tip

Please note that if you leave the current screen, the information entered may not be saved. Please make sure you save often using the buttons on the bottom of the data entry screen.

Save for Later

Save & Continue

Step 18: Declare and Submit

Only the Authorized Inspection who performed the inspection is legally entitled to submit the inspection report. Ensure that your name appears in the declaration and check the declaration box to submit the inspection.

3	1	1	1	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
---	---	---	---	---	--------------------------	-------------------------------------

Comments:

Inspection Comments:	XCXCXC
Inspection Start Date/Time:	30-Nov-2021 03:10 PM
Inspection Completion Date/Time:	30-Nov-2021 03:26 PM
Road Tested?:	No
Decal Number:	BF11987
Decal Expiry Date:	2022-Nov-30

Inspector Declaration

By checking this box, I, THREE, TRAN AUBREY, declare that this vehicle has been inspected to the requirements of the Motor Vehicle Act and Regulations.

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[Return to My Inspections](#)

[Submit Inspection Report](#)

Helpful
Tip

If you have completed the inspection while logged in with your Business BCeID, you must save the inspection and then switch to your BC Services Card or Personal BCeID to declare and submit the inspection.

Step 19: Confirmation of Submission

You have now successfully submitted an inspection report.

To print the inspection report, click on [View/Print Inspection Report](#)

Dashboard My Services

- Inspection Results
- Measurements
- Preview & Submit
- Confirmation**

Inspection Results: P - PASS

Inspection Number:	20000387
Decal Number:	BF11987
Decal Expiry Date:	2022-Nov-30

Confirmation of Submission

You have successfully submitted an inspection report with an inspection number of 20000387.

You must print the inspection report (PDF): [View/Print Inspection Report](#)

[Return to My Inspections](#)

Congratulations you have now completed an inspection report.